

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. SAFETY DIVISION/OMS		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR APPROPRIATE ACTION

--due to short deadline.....

(I CALLED THE INFORMATION OVER TO SAFETY DIVISION THIS DATE AND [REDACTED] WAS ON LEAVE. THEY WILL CALL THE INFO OVER TO THE SAFETY AND HEALTH COUNCIL ON MONDAY, 2 DECEMBER 1985.)-- [REDACTED]

cc: D/Medical Services

DO NOT use this form as a RECORD of approvals, concurrences, disposals, and similar actions

FROM [REDACTED] Room No.—Bldg.  
EO/DDA 7D18 HQS [REDACTED] Phone No.

5041-

\* U.S.G.P.O. 1985 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

## ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/PAO		X		
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks

To # 6: Please respond direct as related to Para # 4.

Executive Secretary

29 Nov 85

Date

3637 (10-81)

DDA SUBJECT FILE COPY

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85- 4718



*Metropolitan Washington  
Field Federal  
Safety And Health Council*

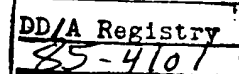
P.O. Box 6218, Annapolis, MD 21401-0218

Chairperson - Gloria J. Brown  
David Taylor Naval Ship R&D Center  
Annapolis Laboratory - Code 0407  
Annapolis, MD 21402-5067  
(301) 267-3465/FTS 980-3222

Vice Chairman - F. Clayton Pettaway  
Bureau of Engraving & Printing  
14th & C Streets, S.W., Room 420  
Washington, DC 20228  
(202) 447-0875

Secretary - James W. Marks  
Environmental Protection Agency  
839 Bestgate Road  
Annapolis, MD 21401  
(301) 224-2740/FTS 922-3752

November 22, 1985



Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Honorable William J. Casey:

The Metropolitan Washington Field Federal Safety and Health Council appreciates the support that the Central Intelligence Agency has given the council during 1985. Largely because of the outstanding support of the Central Intelligence Agency and other Federal agencies throughout the Metropolitan Washington area, our council continues to enjoy success. The Metropolitan Washington Field Federal Safety and Health Council has successfully met the mandates of the Occupational Safety and Health Administration's Basic Program Elements for Federal Employees Occupational Safety and Health Programs for the past three years. The council's achievements have been recognized by the receipt of a major award for two of the last three years.

The Metropolitan Washington Field Federal Safety and Health Council would like to recognize the agencies that have helped the council achieve the success it now enjoys. To accomplish this, the council will be sponsoring its second Annual Awards Program on December 6, 1985. The Central Intelligence Agency has been designated to receive a Certificate of Appreciation during this program.

The Second Annual Awards Program will be held in the Department of Labor's Auditorium, located at 200 Constitution Avenue Northwest, Washington, D. C. Attendee registration will begin at 9:30 a.m. and the program will begin at 10:00 a.m. The guest speaker for the program, Mr. Patrick R. Tyson, Acting Assistant Secretary of Labor for OSHA, will present the agency awards.

The council would like for you to have your Designated Agency Safety and Health Official (DASHO) attend this program to receive your agency's award. If your Designated

Kim McPhee  
Program Chairperson  
Dept. of Education  
(202) 245-8238/FTS 245-8238

Ted Harris  
Membership Chairman  
National Park Service  
(703) 285-2600

Lois Guishard  
Historian  
University of DC  
(202) 282-7483

Nancy Ward  
Education Chairperson  
Hdqtrs., Ft. McNair  
(202) 475-2518

Jenkins Odoms, Jr.  
Resource Chairman  
Farmers Home Administration  
(202) 382-1172

Claude W. Williams  
Public Relations  
University of DC  
(202) 282-7483

**Past Chairpersons**

Richard Hollis  
Peter E. Evan  
Thomas W. Glenn  
Leven Gray  
William T. Fine  
Chas. E. Roydhouse  
L. Clyde Oglesby  
Paul Burnett

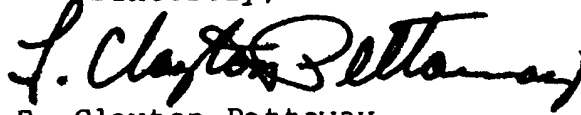
Honorable Casey

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~~Agency Safety and Health Official cannot attend this program, please designate someone else to receive your agency's award.~~  
Also, we would like for you to ensure that as many employees and management officials of your agency as possible are informed of our awards program and you may invite as many of them to attend as you like. ~~However, we would like to know in advance who will be coming to represent your agency and therefore, would be most appreciative if you would have someone provide the name and title of each attendee to me as soon as possible.~~ In order to complete the final arrangements for the program, we will need the information on the attendees and the recipient by December 2, 1985. My address is on the letterhead above, however if you would like to have someone provide this information by telephone, I can be reached on 447-0875.

Once again, we thank you for the Central Intelligence Agency's support and we look forward to seeing your representative(s) at our Second Annual Awards Program on December 6, 1985.

Sincerely,



F. Clayton Pettaway  
Vice Chairman

cc: Harry Fitzwater



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